

Summarized Procedures for Disposal of Property:

- Property may be transferred inside the same department without notifying MOSASP
- Property not transferred internally must be reported to MOSASP on a Report of State Owned Property (SS-1)
 - A separate SS-1 must be used for each funding source
 - If another department needs the property, that information should be included with the SS-1
 - Special situations or removal requirements must be listed on SS-1
- MOSASP will arrange one of the following disposal options with reporting department:
 - Delivery date to MOSASP
 - Sale to MOSASP donee (i.e. city, county)
 - Sealed bid
 - On-site auction
 - Local disposal
 - Trade-In
- Proceeds from the sale of property less expenses will be deposited to the fund indicated on the SS-1 via a SAMII Transfer Voucher (TV) document.

Detailed procedures can be found at: <http://www.oa.mo.gov/purch/surplus/saspproc.pdf>

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